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**COMMUNITY DEVELOPMENT COMMISSION  
of the County of Los Angeles**

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# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

April 05, 2016

1-D

April 5, 2016

The Honorable Board of Commissioners  
Community Development Commission  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

LORI GLASGOW  
EXECUTIVE OFFICER

The Honorable Board of Commissioners  
Housing Authority of the  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Commissioners:

**APPROVE RECORDS RETENTION AND DISPOSITION SCHEDULES AND AUTHORIZE  
DESTRUCTION OF RECORDS ACCORDING TO THE RETENTION SCHEDULES  
(ALL DISTRICTS) (3 VOTE)**

**SUBJECT**

This letter recommends approval of the Community Development Commission (Commission) and Housing Authority Records Retention and Disposition Schedules to establish minimum retention periods for the respective agency records; and authorization to destroy records according to the Records Retention and Disposition Schedules.

**IT IS RECOMMENDED THAT THE BOARD ACTING AS THE GOVERNING BODY OF THE  
COMMUNITY DEVELOPMENT COMMISSION**

1. Approve the attached Records Retention and Disposition Schedules (Schedules), and authorize the Executive Director or his designee to make any future amendments to the Schedules, subject to review by County Counsel and in accordance with all applicable statutory requirements.
2. Authorize the Executive Director or his designee to destroy records that have passed their retention periods according to the Schedules and to approve future destruction of records according

to the Schedules.

3. Find that approval of the Records Retention and Disposition Schedules is not subject to the provisions of the California Environmental Quality Act (CEQA) because the action will not have the potential for causing a significant effect on the environment.

**IT IS RECOMMENDED THAT THE BOARD, ACTING AS THE GOVERNING BODY OF THE HOUSING AUTHORITY:**

1. Approve the attached Records Retention and Disposition Schedules (Schedules), and authorize the Executive Director or his designee to make any future amendments to the Schedules, subject to review by County Counsel and in accordance with all applicable statutory requirements.

2. Authorize the Executive Director or his designee to destroy records that have passed their retention periods according to the Schedules and to approve future destruction of records according to the Schedules.

3. Find that approval of the Records Retention and Disposition Schedules is not subject to the provisions of the California Environmental Quality Act (CEQA) because the action will not have the potential for causing a significant effect on the environment.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Records Retention and Disposition Schedules are the Commission and Housing Authority's official policy for records and information retention and disposal. They provide legal authority to dispose of records in accordance with applicable statutory requirements and/or business process needs.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund. Savings to the Commission will be realized as routine disposal of obsolete records reduces storage costs.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Schedules were originally drafted in 2004-2005 in consultation with History Associates Incorporated, an expert in records management. The Schedules have been updated to provide clear, specific records descriptions and retention periods, and to apply current law and technology to the management of records. The revised Schedules also permit the digitization of records, where appropriate and permissible, with a trusted system which accurately reproduces the original, does not permit additions, deletions or changes to the original, and complies with Government Code Section 12168.7.

Notwithstanding the requirements of the Schedules, if the Commission or Housing Authority determines that there is a conflict between the requirements of the Schedules and federal, state or local laws or regulations concerning any category of documents or records, we will seek to comply with the stricter (or strictest) of the conflicting requirements, laws or regulations to the greatest extent feasible. The Records Retention Schedule and Disposition of the County of Los Angeles (County) will be referred to for records that may involve a County grant or project.

The Honorable Board of Commissioners

4/5/2016

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The attached Schedules have been reviewed and approved as to form by County Counsel. On March 23, 2016, the Housing Commission recommended approval of the Schedules.

**ENVIRONMENTAL DOCUMENTATION**

This action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Adoption of the Schedules will realize operational efficiencies by reducing duplication and by establishing clear retention periods for different categories of records.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Rogan", followed by a horizontal line.

SEAN ROGAN

Executive Director

SR:MF:ic

Enclosures

# COMMUNITY DEVELOPMENT COMMISSION

## AND HOUSING AUTHORITY COUNTY OF LOS ANGELES

### RECORDS RETENTION AND DISPOSITION SCHEDULES



**COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY  
OF LOS ANGELES COUNTY**

**RECORDS RETENTION AND DISPOSITION SCHEDULES**

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## **INTRODUCTION**

The Housing Authority and the Community Development Commission (Commission) are separate legal entities collectively known as "Public Agencies."

Notwithstanding the requirements of this retention schedule, if the Public Agencies determine that there is a conflict between the requirements of this Records Retention and Disposition Schedule ("Retention Schedule") and federal, state or local laws or regulations concerning any category of documents or records described herein, the Public Agencies, as may be applicable, will seek to comply with the stricter (or strictest) of the conflicting requirements, laws or regulations to the greatest extent feasible.

The Records Retention Schedule and Disposition of the County of Los Angeles should be referred to for record series that may involve a Los Angeles County grant or project to comply with the strictest retention. Some records may be related to other Divisions and should be retained for a period consistent with that Division.

This Retention Schedule is a work in progress. The Public Agencies reserve the right to revise this Retention Schedule from time to time as the law may require or as otherwise may be needed to promote greater administrative efficiency.

## **Records**

All records are Public Agencies' property regardless of how or where they are stored, and they will remain the property of the Public Agencies until their eventual disposition. Employees and third party contractors shall not donate, sell, nor take sole physical control or possession of Public Agencies' records produced by the Public Agencies. This includes records that have already met their retention period and are set for disposition.

## **Litigation/Legal Hold**

THE NORMAL RETENTION PERIOD STOPS DURING LEGAL/LITIGATION HOLD. Divisions must not destroy any records where a legal/litigation hold is issued by County Counsel. All inquiries regarding Legal/Litigation Hold policies/procedures should be directed to County Counsel.

## **Record Retention and Disposition Schedules**

The Board of Commissioners for each respective Public Agency has authorized the Executive Office to develop and administer a comprehensive records management program. Record Retention and Disposition Schedules (RRDS) must be initially approved by the respective Board of Commissioners and may be modified periodically thereafter upon approval by the Executive Office.

## **Record Retention**

There are two types of records retention and disposition schedules. Both schedules provide minimum retention periods for maintaining Public Agencies' records. Once a record has met its minimum retention period, the process of disposition should begin.

### *1) General Records Retention Schedule (GRRS)*

The GRRS provides retention periods for records most commonly found throughout the Public Agencies' Divisions. The GRRS does not cover program specific records produced by Divisions. The GRRS may be modified periodically by the Executive Office in conjunction with the affected Divisions. Any subsequent modification to the GRRS must be approved by the Executive Office.

### *2) Divisional Records Retention Schedule (DRRS)*

A DRRS is issued by each Division and sets forth retention periods for records exclusive to each Division. Any modification to a DRRS must be approved by the Division director, County Counsel, and the Executive Office before the revised schedule goes into effect.

## **Electronic Records**

The creation and maintenance of the GRRS and DRRS includes records generated, received, and maintained electronically on Public Agencies' information systems. Records maintained electronically will be reviewed periodically by Divisions to ensure compliance with Retention Schedule and other Executive Office protocols and guidelines.

The Retention Schedule shall be used in the management and retention of e-mail that is received, stored, or sent by Public Agencies' employees. Applicable e-mail and relevant attachments, should be created, distributed, maintained, and disposed of with the same care as any other Public Agencies record.

## **Records not included in a Retention Schedule**

If a Division identifies a document that may qualify as a record but is not found in the GRRS or DRRS, it should consult with the Records Administrator to determine whether that document type should be incorporated into the appropriate Records Retention Schedule.



## **Record Disposition**

Records Disposition refers to the final stage in the management of a record, where a Record has met its retention period and may be destroyed.

Prior to the destruction of a Record, the following criteria shall be considered:

- Is the Record subject to a Litigation/Legal Hold?
- Does the Record have a specific administrative or fiscal function beyond its retention?
- Does the Record have a specific Historical/Archival value?

Divisions are to review their Records periodically, including those stored with Public Agencies' contractors, and dispose of them in adherence to the applicable schedules provided that the Record is not subject to any of the considerations stated above.

All original Records that have reached its retention period must be authorized by the Executive Office before destroying in accordance to the Public Agencies' Policy. If no other instructions exist, copies other than the record copy may be treated as duplicates and destroyed when obsolete or no longer needed for reference. Copies must never be retained longer than the original Record. Transitory Records may be destroyed any time except as instructed in the Retention Schedule. Retention disposition "when no longer needed for reference" are considered draft or copies and may be destroyed any time without authorization.

## **Administrative and Fiscal Value**

A Division may retain a Record past its minimum retention period for operational purposes where it can demonstrate the Record meets an extraordinary administrative or fiscal need.

## **Historical/Archival Value**

Records with Historical/Archival Value are to be preserved because they contain information of continuing and enduring value to the Public Agencies, provide valuable research data, or document the history and development of the Public Agencies and its Divisions. Historical/Archival records may be in any format and media, including paper, electronic, photographs, motion pictures film, videos, and sound recordings.

Divisions should appraise their Records periodically, prior to destruction, to determine if the Records possess any archival value that warrants permanent retention. Historical/Archival record guidelines shall be provided by the Executive Office.

## **Retention of Vital Records**

Divisions will assist the Executive Office in identifying Vital Records. A Vital Record is essential for the ongoing operation of Public Agencies business. Vital Records are those records that contain information critical to the operation of the Public Agencies and require immediate recovery and access during or immediately following a natural disaster or other event disrupting normal operations. Such records include those that contain information protecting the Public Agencies' legal/financial interests and status. Divisions should identify records specifically designated as Vital Records and include them as part of each Division's emergency operation plan. Necessary steps should be taken to protect and safeguard those records to ensure availability.

## **DEFINITIONS**

**Case Files.** Material related to a specific action, event, person, organization, location, or project. Also known as project files.

**Confidential Record.** Any record not disclosed to the public unless directed by court order.

**Database.** Consist of electronic files and fields of data, which manage and store information useful to the Division.

**Division.** Department of the Public Agencies.

**Electronic Records.** Records that contain information readable by machine or computer, and which may include information such as text, numbers, graphs, line drawings, pictures, images, video or sound.

**Media.** The physical format in which a record is maintained including, but not limited to, paper, photographic, micrographic, computer storage, and any other recording or storage method.

**Official Record.** The original record containing information related to the conduct of the Public Agencies' business. It also refers to Official Electronic Records converted from original paper records in conformance with the Public Agencies' policy to ensure reasonable expectations of document integrity, free from modifications that would change the content of the original document.

**Program Records.** Records relating to the mission or the unique, substantive functions of an office.

**Project Files.** Material related to a specific action, event, person, organization, location, or project. Also known as case files.

**Records.** Any information, regardless of medium, that is created, received, or maintained pursuant to law, regulation, or in the normal course of doing Public Agencies business and is kept as evidence of that activity. This includes all records maintained in Public Agencies and applicable Public Agencies' contractor offices, storage areas, electronic systems, and electronic storage devices. These storage devices include networked servers, mainframes, data warehouses, storage area networks, electronic data interchanges, imaging and document management systems, personal computers, laptops, internal or external hard drives, magnetic tapes, optical disks, and any other system or device used to perform Public Agencies' business.

**Record Copy.** The record copy is the principal copy of any letter or document. Also referred to as the official file copy.

**Records Series.** A group of similar or related records that are normally used and filed as a unit and which permit evaluation as a unit for retention purposes.

**Retention Period.** The period of time records must be kept before its disposition.

**Scanning.** The process of converting a document from physical paper format to an electronic digital image file. It is also the process used to convert original paper records to official electronic record.

**Subject Files.** Material filed by subject, usually in alphabetical order.

**Transitory Records.** Have no retention period and thus may be disposed of at any time unless needed as part of a Legal/Litigation Hold.

The following examples are not considered to be records (i.e. transitory/non-records):

- 1) Duplicates of an official record made solely for convenience or reference;
- 2) Working papers, notes and drafts unless a subpoena, legal or litigation is received;
- 3) Transitory and informal communications used to develop an official record, unless they are specifically required to be retained by the retention schedule, law or regulation;
- 4) Stocks of publications and blank forms;
- 5) Material intended solely for reference or exhibition; or
- 6) Material with no requirement for retention under the Retention Schedule.

**Unit.** Division of each of the departments of the Public Agencies.

**COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY  
OF LOS ANGELES COUNTY  
GENERAL RECORDS RETENTION SCHEDULE**

**1. Budget Working Papers**

Division records created and used in the preparation of the annual budget, including divisional requests, estimates, ledgers, handwritten notes, and related correspondence and memoranda. Media: Paper and electronic. **Disposition:** *Retain for 2 years after the fiscal year to which the records relate, then destroy.* (Gov't. Code Section 26202)

**2. Complaints**

Original complaints received from citizens concerning Public Agencies' activities, services, and policies which list name, address, phone number, location of complaint, nature of complaint, responsible Division, and steps taken. Media: Paper and electronic. **Disposition:** *Retain for 2 years after complaint is resolved, then destroy.* (Gov't. Code Section 26202)

**3. Correspondence**

Routine Correspondence. Incoming and outgoing letters pertaining to the normal and routine administrative functions of each Division. Consists of correspondence providing general information, replying to complaints and requests for information, referring inquiries elsewhere, forwarding materials, acknowledging incoming letters, making arrangements for routine meetings or other events, and similar matters of minor administrative character which contain no substantive information. Media: Paper and electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Section 26202)

**4. Equipment Records**

Original operating instruction booklets, service agreements, warranty information, replacement part information, technical reference booklets, purchasing information, and owner manuals which document the use and maintenance of equipment purchased by a Public Agencies' Division. Media: Paper and electronic. **Disposition:** *Life of the equipment, then destroy.* (Gov't. Code Section 26202)

**5. Federally Declared Disaster Related Cost**

File contains records relating to events and expenditure of Federally declared disaster recovery work. Media: Paper and electronic. **Disposition:** *Retain for 3 years after FEMA closed the disaster event, then destroy.* (Federal Emergency Management Agency Public Assistance Guidelines)

**6. Leases**

Legal instruments, signed leases, correspondence, memoranda, and other records pertaining to the negotiation, administration, renewal, and termination of a lease to which a Public Agency is a party.

## **General Records Retention Schedule, CDC/Housing Authority**

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(a) Leases approved by the Public Agencies and associated documents. Media: Paper and electronic. **Disposition:** *Retain 4 years after termination of lease, then destroy.* (Code of Civ. Proc. Sections 337 and 337.2)

(b) Leases not requiring Public Agencies' approval and associated documents. Media: Paper and electronic. **Disposition:** *Retain 4 years after termination of lease, then destroy.* (Code of Civ. Proc. Sections 337 and 337.2)

### **7. Membership in Associations, Societies, and Committees**

Records documenting participation in external governmental and professional committees in which Public Agencies' employees are members in their official capacity as Public Agencies' representatives. Media: Paper and electronic. Disposition: *Retain for 2 years, then destroy.* (Gov't. Code Section 26202)

### **8. Personnel Files**

Unofficial personnel folders for both temporary and permanent employees maintained by Divisions consisting of documents which are duplicates of papers placed in official personnel folders. These files are Confidential Record. Media: Paper. **Disposition:** *Submit to Human Resources to be filed with the Official Employee File upon separation/transfer.*

### **9. Surplus Property Disposition**

File contains surplus property disposition log of fixed assets and non-fixed assets.

(a) Fixed asset. Media: Paper and electronic. **Disposition:** *Retain for 5 years after disposition or after audit, then destroy.* (Governmental Accounting Standard Board Statement No. 34)

(b) Non-fixed asset. Media: Paper and electronic. **Disposition:** *Retain for 2 years after disposition or after audit, then destroy.* (Gov't. Code Section 26202)

### **10. Training Records**

Certificates of completion, certificates of passing training requirements, and other documentation of successful training completion retained by Public Agencies' Divisions. Includes test scores of final tests taken by employee. Media: Paper and electronic. **Disposition:** *Submit to Human Resources to be filed with the Official Employee File.*

**COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY  
OF LOS ANGELES COUNTY  
ADMINISTRATIVE SERVICES DIVISION**

**ADMINISTRATION**

**EMPLOYEE TRANSPORTATION COORDINATION**

**1. South Coast Air Quality Management District (SCAQMD) Emission Compliance Records**

File contains records for SCAQMD Rule 2202 on-road motor vehicle emission mitigation compliance. Media: Paper. **Disposition:** *Retain for 3 years, then destroy.* (SCAQMD Rule 2202 (j) (7))

**MAIL SERVICES**

**1. Mail Services File**

File contains mail service requests concerning business replies, express mail, and postage due. Media: Paper and electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Section 26202)

**PRINT SHOP**

**1. Service Request File**

File contains requests for printing services. Media: Paper and electronic. **Disposition:** *Retain for 5 years, then destroy.* (Gov't. Code Section 26202)

**PROCUREMENT UNIT**

**1. Procurement File**

File contains contracts for multi-year orders, encumbrance orders, purchase orders, blanket orders, encumbrance release orders, contract orders, successful bids, award contract, agreement, solicitation, insurance certificates, and other related documents as applicable. Current contracts are Vital Records. Procurement Unit oversees the procurement process.

- (a) Construction and real property development contracts. Procurement Unit determines the Procurement process. Media: Paper or electronic. **Disposition:** *Retain for 10 years after termination or completion and final payment, then destroy.* (Code Civ. Proc. Section 337.15) **NOTE:** Outside Administrative Services Division Procurements must also comply with their respective Division's regulations.

(b) Other service and/or commodity contracts. Media: Paper or electronic. **Disposition:** *Retain for 5 years after termination or completion and final payment, then destroy.* (Code of Civ. Proc. Section 337)

(c) Unsuccessful bids and proposals. Media: Paper and electronic. **Disposition:** *Retain 5 years after award date, then destroy.* (Gov't. Code Section 26202)

**2. Purchase Card**

File contains list of card holders, original statements, and procurement documentation for purchases. Media: Paper or electronic. **Disposition:** *Retain for 4 years, then destroy.* (Code of Civ. Proc. Section 337)

**3. Vendor File**

File contains vendor payee registration form, W-9, and other related documents as applicable. Media: Paper or electronic. **Disposition:** *Retain for 5 years of vendor inactivity, then destroy.* (Gov. Code Section 26202; Division preference for resource purposes)

## **HUMAN RESOURCES UNIT**

**1. Benefits Contracts**

File contain the summary plan descriptions for Dental, Medical, CalPERS, ICMA, etc. Media: Paper and electronic. Contract maintained by Broker. **Disposition:** *Retain for 6 years after termination or completion of contract, then destroy.* (29 CFR Section 1627.3(b)(2), 29 U.S. Code Section 1027, and Gov't. Code Section 12946)

**2. Benefits Billing**

File contains payments for benefit plans. Media: Paper and electronic. **Disposition:** *Retain for 6 years after the termination or completion of contract, then destroy.* (29 U.S. Code Section 1027)

**3. Employee History File – Personnel File (Active and Inactive)**

File contains the regular, contract, and temporary employment history of both active and terminated Public Agencies' employees. It includes job applications, evaluations, personnel action forms, benefit forms, correspondence, reports related to employees, outside employment forms, conflict of interest, and statement of economic interest. These files are Vital and Confidential Records. Media: Paper. **Disposition:** *Retain for 7 years after termination, then destroy.* (29 CFR Sections 1627.3 and 1602.31, Gov't. Code Section 12946, 29 U.S. Code Section 1113, and Gov't. Code Section 81009(e)-(g))

**4. I-9**



The employment eligibility verification form (I-9) and supporting documentation (i.e. permanent resident card) is used to verify an employee's identity and to establish that the worker is eligible to accept employment in the United States. Media: Paper and electronic. **Disposition:** *Retain for 7 years after termination/separation, then destroy.* (8 CFR Part 274a 2(f)(2); Division preference to be consistent with Employee File retention)

**5. Employee Medical File**

File includes medical records, Family Medical leave records, and applications for leave. These records are Vital and Confidential Records. Media: Paper. **Disposition:** *Retain for 30 years after termination or separation, then destroy.* (29 CFR Section 1910.1020(d), 8 CCR Section 3204(d)(1), and Gov't. Code Section 12946)

**6. Grievances and Information Complaints**

File contains employee grievance and complaints. Employee Relation processes the grievances and complaints. This file is confidential. Media: Paper.

(a) Employee associated File. Contains final report after disposition and is filed in the Employee History-Personnel File. **Disposition:** *Retain for 7 years after termination/separation, then destroy.* (29 CFR Section 1602.31)

(b) Not employee associated File. **Disposition:** *Retain for 7 years after closure.* (Gov't. Code Section 26202)

**7. Classification/Specification**

File contains job classification and specification. Media: Electronic. **Disposition:** *Retain for 2 years after superseded, then destroy.* (29 CFR Sections 516.6(a)(2) and 1602.14, Gov't. Code Section 12946, and Labor Code Section 1197.5(d))

**8. Memorandum of Understanding (MOU)**

File contains the MOU with bargaining units including supporting file. Media: Paper. **Disposition:** *Permanent.* (Division preference for historical purposes)

**9. Equal Employment Opportunity Public Agencies Survey (EEOC)**

File contains records required for EEO-4 report that indicates the composition of work force by sex and by race/ethnic category. Media: Paper. **Disposition:** *Permanent.* (Division preference for historical purposes)

**10. Compensation Surveys and Studies**

File contains records of compensation surveys and studies. Media: Paper. **Disposition:** *Retain for 2 years, then destroy.* (29 CFR Sections 516.6(a)(2) and 1602.14, and Gov't. Code Section 12946)

**11. Payroll Registers**

Report that summarizes payroll information. Media: Paper and electronic.  
**Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Section 26202)

**12. Recruitment File - Unsuccessful**

File contains job flyers, applications, resumes, applicant test scores, and other recruitment materials. This file is confidential. Media: Paper. **Disposition:** *Retain for 2 years after receipt, then destroy.* (Government Code Section 12946)

**RISK MANAGEMENT UNIT**

**1. Actuarial Studies**

File contains studies on assessments of insurances. Media: Paper and electronic.  
**Disposition:** *Permanent.* (Division preference for resource purposes; Gov't. Code Section 26202).

**2. Insurance Policies**

File includes General Liability, Workers Compensation, Crime, Property, Self-Insurance Plan, theft, fire, pollution, cyber, and, including supporting documentation regarding implementation, modification, or replacement of policies. Media: Electronic. **Disposition:** *Permanent.* (Code Civ. Proc. Section 337; Division preference for resource purposes)

**3. Asset Management**

File contain property value assessments and insurance value report of properties that the Public Agencies own. Media: Paper and electronic. **Disposition:** *Permanent.* (Division preference for resource purposes)

**4. American with Disabilities Act – Employee**

Files includes, accommodation requests, inter active process, and temporary modified duty accommodations. This file is Confidential Record. Media: Paper and electronic.  
**Disposition:** *Retain for 10 years after termination or separation, then destroy.* (Gov't. Code Section 12946; Division preference for resource purposes)

**5. American with Disability Act and Section 504/ADA**

File contains property assessments, compliance, manuals, notices, Title I, Title II, Title III, Title IV, physical needs assessments, training, transition plan, 504 compliance, and self-evaluation. This file is Confidential Record. Media: Paper and electronic.  
**Disposition:** *Permanent.* (Division preference for resource purposes)

**6. American with Disabilities Act – Public**

Files contain complaints from the public regarding compliance with the American with Disabilities Act. This file is Confidential Record. Media: Paper and electronic.

**Disposition:** *Retain for 3 years after resolution, then destroy.* (Gov't. Code Section 26202)

**7. Third Party Liability Claim File**

File contains both active and closed Third Party Liability claims including correspondence, claims, reports, investigative information, incident reports, waivers, Dept. of Industrial records, MediCare Set Aside, and other information documenting claims against the Public Agencies for financial compensation for defects in Public Agencies' property that caused injury to other persons and property. Media: Paper and electronic. This file is a Vital and Confidential Record. **Disposition:** *Retain for 5 years after case is closed, then destroy.* (Gov't. Code Section 25105.5)

**8. Cal OSHA Injury/Illness Report**

File contain Cal OSHA forms 300 and 301. Media: Paper and electronic. **Disposition:** *Retain for 5 years, then destroy.* (8 CCR Section 14300.33)

**9. Employee Threats of Violence**

File contain threats of violence against employees. This file is Confidential Record. Media: Paper and electronic. **Disposition:** *Retain for 7 years after termination or separation of employee, then destroy.* (Follows the retention of the employee file)

**10. Restraining Orders**

File contain restraining orders obtained for the employees. Media: Paper and electronic. **Disposition:** *Retain for 7 years after termination or separation of employee, then destroy.* (Follows the retention of the employee file)

**11. Workers' Compensation File**

File contains both active and closed workers' compensation materials claim including correspondence, reports, notes, interactive process, waivers, incident reports, MediCare Set Aside, reports filed with the Dept. of Industrial Relations, and other materials documenting workers' compensation claims against the Public Agencies. This file is Confidential Record. Media: Paper and electronic. Current file is a Vital Record. **Disposition:** *Retain for 10 years after settled by Compromise & Release or closed, then destroy.* (29 CCR Section 1602.31)

**12. Incident Reports**

File contain incident reports that does not become workers compensation claim or third party liability claim. Media: Paper and electronic. **Disposition:** *Retain for 10 years, then destroy.* (Gov't. Section 26202; Division preference for resource purposes)

**13. Ergonomics**

File contain documentation of ergonomic accommodation. Media: Paper and electronic. **Disposition:** *Retain for 5 years, then destroy.* (Gov't. Code Section 26202; Division preference for resource purposes)

**14. Injury and Illness Prevention Program Files**

Binder contains current procedures for employee safety that Cal OSHA requires the Public Agencies to maintain. Media: Paper and electronic. **Disposition:** *Retain until superseded and replace with updated procedures, then destroy.* (8 CCR Section 3203)

**15. Litigation (Legal Matters)**

File contains litigation records of employee and third party claims. Media: Paper and electronic. This file is Confidential Record. **Disposition:** *Retain for 10 years after final resolution, then destroy.* (Code Civ. Proc. Sections 337 et seq.)

**16. Medical Testing**

File contains employee environmental health and safety medical testing. This file is a Confidential Record. Media: Paper and electronic. **Disposition:** *Retain for 30 years after employee separation or termination, then destroy.* (8 CCR Section 3204(d)(1))

**17. Safety Training**

File contain Injury, Illness, Prevention Program (IIPP) required training. Media: Paper and electronic. **Disposition:** *Retain for 5 years, then destroy.* (8 CCR Section 3203)

## **RECORDS MANAGEMENT**

**1. Records Destruction Lists**

File contains Certificates of Destruction, and approved list of records destroyed in the Central Storage and Divisions. Media: Electronic. **Disposition:** *Permanent.* (Record Keeping Best Practices)

**2. Transfer Forms**

Transfer forms from Divisions that contain a new list of records to be stored to storage warehouse. Media: Electronic. **Disposition:** *Permanent.* (Record Keeping Best Practices)

**3. Records Retention Schedules**

Public Agencies' Records Retention Schedule. Media: Electronic. **Disposition:** *Permanent.* (Record Keeping Best Practices)

## **INFORMATION TECHNOLOGY UNIT**

**1. Hardware and Software Documentation**

File contains documents of all program applications as well as hardware including upgrades. Media: Electronic. This is a vital record and confidential. **Disposition:**

*Retain for 3 years after hardware or software retires, then destroy. (Gov't. Code Section 26202)*

**2. Service Desk Requests**

Requests from Public Agencies' employees to the Information Technology (IT) Service Desk asking for computer assistance, telephone service requests for site moves and additions, and relocations of telephone and data lines. Included is information on the identity of the requestor, IT employee assigned to the service request, action required to resolve the issue, the date the request was assigned to the service request, and date the request was resolved. Media: Electronic. **Disposition:** *Retain for 3 years after resolution, then destroy. It is archived a year after the resolution date. (Gov't. Code Section 26202; Division preference for statistical purposes)*

**3. Project Implementation File**

File contains project contract's planning, tasks, responsibility, target dates, and implementation documents. Media: Paper and electronic. **Disposition:** *Retain for 5 years after contract expires or terminate, then destroy. (Code of Civ. Proc. Section 337)*

**COMMUNICATIONS**

**1. Detailed Phone Statement**

File contains the detailed phone activity attached to the invoice. The invoice is submitted to Accounts Payable for payment and the detailed phone activity is retained. Media: Electronic and paper. **Disposition:** *Retain for 5 years, then destroy. (Code Civ. Proc. Section 337)*

**2. Mobile Device Responsibility**

File contains forms signed by employees acknowledging receipt and return of mobile equipment and accessories. Media: Electronic.

(a) Mobile Device Responsibility form. **Disposition:** *Retain for 2 years after device is returned. (Gov't Code Section 26202)*

(b) Unsuccessful retrieval of mobile device. **Disposition:** *Retain for 5 years after receipt of payment of lost/stolen device, then destroy. (Gov't Code Section 26202)*

**COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY  
OF LOS ANGELES COUNTY  
ASSISTED HOUSING DIVISION**

**1. Audit and Financial File**

File contains financial records pertaining to Assisted Housing Section 8 owners including audit materials. Media: Paper and electronic. **Disposition:** *Retain for most recent 3 year period, then destroy.* (24 CFR Section 982.158)

**2. Ineligible Applications**

Applications mailed to applicants on the waiting list, returned undeliverable, determined ineligible and cancelled. Media: Paper and electronic.

(a) Housing Choice Voucher, Welfare-to-Work, Moderate Rehabilitation and Project Base Voucher programs. **Disposition:** *Retain for 3 years after ineligible or cancelled, then destroy.* (24 CFR Section 982.158)

(b) Shelter Plus Care, Continuum of Care and Housing Opportunities for Persons with AIDS programs. **Disposition:** *Retain for 5 years after ineligible or cancelled, then destroy.* (24 CFR Section 578.103(c)(1))

**3. Tenant File**

File contains correspondence, reports, notes, and other materials documenting client interactions with Assisted Housing and client compliance with Assisted Housing requirements. This file is a Vital and Confidential Record. Media: Paper and electronic.

(a) Records documenting client interactions with Assisted Housing for the Housing Choice Voucher, Welfare-to-Work, Family Self-Sufficiency, Moderate Rehabilitation and Project Base Voucher programs. **Disposition:** *Retain for 3 years after termination of client relationship, then destroy.* (24 CFR Section 982.158)

(b) Records documenting client interactions with Assisted Housing including Shelter Plus Care, Continuum of Care and Housing Opportunities for Persons with AIDS programs. **Disposition:** *Retain for 5 years after termination of client's relationship, then destroy.* (24 CFR Section 578.103(c)(1))

**4. Compliance Reports**

Compliance reports contain audits for regulatory agreements. Media: Paper. **Disposition:** *Retain for 3 years in accordance with specifications under the respective agreements, then destroy.* (Consolidation Agreements). (24 CFR Section 982.158)

**5. Criminal Background Check File**

File contains investigative materials related to criminal background checks in support of housing applications and credit reports. This is a Confidential Record. Media: Paper.

- (a) Criminal background reports. **Disposition:** *Retain for 30 days following a determination, then destroy.* To comply with 24 CFR Section 5.903(g), Division Director will approve the destruction. (Public Agencies' Administration Plan; 24 CFR Section 5.903(g))
- (b) Credit reports. **Disposition:** *Retain for 30 days following a determination, then destroy.* To comply with 24 CFR Section 5.903(g), Division Director will approve the destruction. (Public Agencies' Administration Plan; 24 CFR Section 5.903(g))

**6. Inspection File – Section 8 Program**

File contains inspector itineraries, inspection results, final inspection documentation, and other inspection related materials. Current files are Vital Records. Media: Paper and electronic.

- (a) Housing Choice Voucher, Welfare to Work, Family Self-Sufficiency, Moderate Rehabilitation and Project Based Voucher program participants. **Disposition:** *Retain for 3 years after termination of client relationship, then destroy.* (24 CFR Section 982.158)
- (b) Shelter Plus Care, Continuum of Care and Housing Opportunities for Persons with AIDS program participants. **Disposition:** *Retain for 5 years after termination of client's relationship, then destroy.* (24 CFR Section 578.103(c)(1))

**7. Owner File**

File contains copies of grant deeds, property tax bills (W-9 forms), closing statements, and incorporation documents. Media: Paper and electronic.

- (a) Housing Choice Voucher, Welfare-to-Work, Family Self-Sufficiency and Moderate Rehabilitation program participants. **Disposition:** *Permanent.* (Division preference due to owner recycles)
- (b) Shelter Plus Care, Continuum of Care and Housing Opportunities for Persons with AIDS participants. **Disposition:** *Permanent.* (Division preference due to owner recycles)
- (c) Shelter Plus Care, Continuum of Care, Moderate Rehabilitation and Project Based acquisition, new construction, or rehabilitation projects. **Disposition:** *Retain for 3 years after the expiration of the 15 year contract.*

**8. Public Inquiries**

File contains information on inquiries from the public on various subjects related to assisted housing. Media: Paper and electronic.

(a) Housing Choice Voucher, Welfare-to-Work, Family Self-Sufficiency, Moderate Rehabilitation and Project Base Voucher programs. **Disposition:** *Retain for 3 years after termination of client relationship, then destroy.* (24 CFR Section 982.158)

(b) Shelter Plus Care, Continuum of Care and Housing Opportunities for Persons with AIDS program participants. **Disposition:** *Retain for 5 years after termination of client's relationship, then destroy.* (24 CFR Section 578.103(c)(1))

**9. General Public Inquiries**

General public inquiries of matters on various subjects not related to assisted housing. Media: Paper and electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Section 26202)

**10. Participating City Agreements**

File contains correspondences and agreements with participating Cities. Media: Paper and electronic. **Disposition:** *Indefinite.* (Division preference for resource purposes)

**11. Prospective Applicants**

Correspondence received from prospective applicants. Media: Paper and electronic. **Disposition:** *Retain until receives an application to start the application and eligibility process or cancelled.*

**12. Historical/Archival Value**

Records with Historical/Archival Value are to be preserved because they contain information of continuing and enduring value, document the history and development of the Division, its administrative or operational activities. Including agreements, application and funding letters, audit letters, waiver letters, budget related documents, contract logs, Section 8 Management Assessment Program (SEMAP), and Voucher Management System (VMS). Media: Paper and electronic. Disposition: *Permanent*



**COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY  
OF LOS ANGELES COUNTY  
COMMUNITY DEVELOPMENT DIVISION**

**ADMINISTRATION**

**1. Administrative Policy Procedural Files**

Files contain records of Commission offices pertaining to office procedures and distributed within the Division or among Commission offices. Media: Electronic. **Disposition:** *Retain until superseded, then destroy.* (Construction Management Unit (CMU) only) (Gov't. Code Section 26202)

**2. Administrative Procedural Files**

Files contain administrative announcements, routine correspondence and memoranda, statements, and reports. Media: Electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Section 26202) (CMU only)

**3. Correspondence Related to Eligibility or Regulatory Interpretations/ Clarifications From Federal, State or Other Grantor Agencies**

File contain correspondence related to eligibility or regulatory interpretations/ clarifications from Federal, State or other granter agencies. Media: Paper and electronic. **Disposition:** *Retain for 5 years from closeout of the final year of funding from the grant source, then destroy.* (CMU, Community Resource Center (CRC) & Grant Management Unit (GMU))

**4. HUD Audit, Auditor Controller, or Audit Records by the State or Other Funding Agencies**

File contain HUD audit, auditor controller or audit records by the State or other funding agencies. **Disposition:** *Retain for 5 years after resolution of audit findings, then destroy.* (CMU, CRC & GMU) (Division preference for reference purposes)

**COMMUNITY RESOURCE CENTER TEAM**

**1. Activity Accomplishment File**

The file contains monthly accomplishment data for on-site service providers, educational classes, and workshops offered at the CRC. **Media:** Paper and Electronic. **Disposition:** *Retain for 5 years, then destroy. Retention period starts after the end of the fiscal year.* (Gov't. Code Section 26202)

**2. Child Abuse Report File**

The file contains mandated reports made to the Department of Children and Family Services. **Media:** Electronic. **Disposition:** *Indefinite.* (Division preference for resource purposes)

**3. Community Development Foundation (CDF)**

The file contains internal memos submitted to the CDF's Executive Director as proof of the disbursements and deposits made from the CRC account including the backup documentation for expenses incurred for special events. **Media:** Paper and Electronic. **Disposition:** *Retain for 5 years, then destroy. Retention period starts after the end of the fiscal year.* (Gov't. Code Section 26202)

**4. Computer Lab – Revoked Privileges**

Revoked privileges forms including the supporting documentation. **Media:** Electronic. **Disposition:** *Indefinite.* (Division preference for resource purposes)

**5. Computer Lab Files**

This file contains the CRC's open lab users signed computer guidelines. **Media:** Electronic. **Disposition:** *Retain for 1 year, then destroy. Retention period starts after the end of the fiscal year.* (Division preference for reference purposes)

**6. Contracts File – Community Development Block Grant (CDBG) Funded**

File contains CDBG-funded contracts, for multi-year purchase orders, encumbrance orders, original contracts, and procurement documentation for solicitations conducted by the CRC employees. **Media:** Paper and electronic. **Disposition:** *Retain for 5 years after termination of contract, retention period starts after the end of the fiscal year, then destroy.* (24 CFR Section 570.502)

**7. Contracts File – Social Program Agreement (SPA) Funded**

File contains SPA-funded original contracts, multi-year purchase orders, encumbrance orders, and procurement documentation for solicitations conducted by the CRC employees. **Media:** Paper and electronic. **Disposition:** *Retain for 3 years after termination of contract, retention period starts after the end of the fiscal year, then destroy.* (24 CFR Section 570.502)

**8. Educational and Community Event File**

File contains brief summary of the educational workshop, sign-in sheet, photographs, and applicable waivers. **Media:** Paper and electronic. **Disposition:** *Retain for 3 years, then destroy. Retention period starts after the end of the fiscal year.* (24 CFR Section 570.502)

**9. Financial Files**

(a) **Check Request File** - File contains copies of check requests for payment of invoices related to CRC operations. **Media:** Paper and electronic. **Disposition:** *Retain for 5 years, then destroy. Retention period starts after the end of the fiscal year.* (24 CFR Section 570.502)

(b) **Cash Receipts** - File contains copies of checks received by the CRC and forwarded to the Commission for deposit and journal entries pertaining to various income

streams such as recycling, vending machine, and grants. **Disposition:** *Retain for 3 years, then destroy. Retention period starts after the end of the fiscal year. (24 CFR Section 570.502)*

## **10. Forms File**

Media: Paper and electronic.

- a) Articles. **Disposition:** *Indefinite. (Division preference for resource purposes)*
- b) Community Volunteer and Worker Contracts. **Disposition:** *Retain for 5 years, then destroy. Retention period starts after the end of the fiscal year. (24 CFR Section 570.502)*
- c) Facility Maintenance/Repairs. **Disposition:** *Retain for 1 year, then destroy. Retention period starts after the end of fiscal year. (Transitory Record. Division preference for reference purposes.)*
- d) Facility Reservation. **Disposition:** *Retain for 3 years, then destroy. Retention period starts after the end of fiscal year. (24 CFR Section 570.502)*
- e) Facility Usage. **Disposition:** *Retain for 3 years, then destroy. Retention period starts after the end of fiscal year. (24 CFR Section 570.502)*
- f) Incident Reports. **Disposition:** *Retain for 5 years, then destroy. Retention period starts after the end of fiscal year. (24 CFR Section 570.502)*
- g) Non-profit Status. **Disposition:** *Indefinite. (Division preference for resource purposes)*
- h) Plans and Mapping. **Disposition:** *Retain for 1 year, then destroy. Retention period starts after the end of the fiscal year. (Transitory Record. Division preference for reference purposes)*
- i) Security Camera Reports. **Disposition:** *Retain for 3 years, then destroy. Retention period starts after the end of the fiscal year. (24 CFR Section 570.502)*
- j) Tool Assignment. **Disposition:** *Retain for 3 years, then destroy. Retention period starts after the end of the fiscal year. (24 CFR Section 570.502)*

## **11. Grant Funding File**

File contains application, working papers, award letters, terms and conditions of the award, activity accomplishments, interim and final reports. Media: Paper and Electronic.

(a) Department of Education. **Disposition:** *Retain for 3 years after end of grant, retention period starts after the end of the fiscal year, then destroy.* (24 CFR Section 570.502)

(b) Kaiser Hospitals Foundation. **Disposition:** *Retain for 4 years after end of grant, retention period starts after the end of the fiscal year, then destroy.* (24 CFR Section 570.502)

**12. Homework Assistance Program**

File contains student photograph, assessment, public-self certifications, affidavits, computer guidelines, supporting documentation, photography permission forms, educational excursion permission slips for the students enrolled in the (HAP) program. Media: Paper and electronic.

(a) CDBG Funds. **Disposition:** *Retain for 5 years, then destroy. Retention period starts after the end of the fiscal year.* (24 CFR Section 570.505)

(b) Social Program Discretionary Funds. **Disposition:** *Retain for 3 years, then destroy. Retention period starts after the end of the fiscal year.* (24 CFR Section 570.502)

**13. Insurance**

File contains the General, Worker's Comp, Automobile liability and additional insurance certificates for the On-Site Service providers and vendors. Media: Paper and electronic. **Disposition:** *Retain for 3 years, then destroy. Retention period starts after the end of the fiscal year.* (24 CFR Section 570.502)

**14. Inventory**

File contains all inventories completed within the last 5 years for furniture and equipment. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy. Retention period starts after the end of the fiscal.* (24 CFR Section 570.502)

**15. Signed Correspondence File**

File contains internal and external correspondence during a five year period. Media: Paper and electronic. **Disposition:** *Retain for 5 years, then destroy. Retention period starts after the end of the fiscal year.* (24 CFR Section 570.502)

**16. Social Program Agreement File**

File contains the request for operational support, social program agreement and program agreement and terms and conditions, copy of the funds, and year-end report. Media: Electronic. **Disposition:** *Retain for 3 years after termination of agreement,*

*retention period starts after the end of the fiscal year, then destroy. (24 CFR Section 570.502)*

**17. Space Use Agreement File**

File contains the CRC's fully executed copy of the on-site service provider Space Use Agreement. **Media:** Paper and electronic. **Disposition:** *Retain for 3 years after termination of agreement, retention period starts after the end of the fiscal year, then destroy. (24 CFR Section 570.502)*

**18. Special Event File**

File contains the master spreadsheet, public self-certification and supporting documentation. **Media:** Paper and electronic.

(a) Educate and Celebrate Festival. **Disposition:** *Retain for 3 years after end of event, retention period starts after the end of the fiscal year, then destroy. (24 CFR Section 570.502)*

(b) Flu Clinic. **Disposition:** *Retain for 3 years after end of event, retention period starts after the end of the fiscal year, then destroy. (24 CFR Section 570.502)*

(c) Holiday Food and Toy Program. **Disposition:** *Retain for 3 years after end of event, retention period starts after the end of the fiscal year, then destroy. (24 CFR Section 570.502)*

(d) Healthy Living Fair. **Disposition:** *Retain for 3 years after end of event, retention period starts after the end of the fiscal year, then destroy. (24 CFR Section 570.502)*

(e) National Night Out. **Disposition:** *Retain for 3 years after end of event, retention period starts after the end of the fiscal year, then destroy. (24 CFR Section 570.502)*

**19. Special Event File – CDBG Funded**

File contains the master spreadsheet, public self-certification and supporting documentation. **Media:** Paper and electronic. **Holiday Food and Toy Program. Disposition:** *Retain for 5 years after end of event, retention period starts after the end of the fiscal year, then destroy. (24 CFR Section 570.502)*

**CONSTRUCTION MANAGEMENT UNIT (CMU)**

**1. Hazardous Material Reports**

Lead-based paint, asbestos, and dust inspections, surveys, and reports that identify suspect Asbestos Containing Building Materials (ACBM's), Lead-Based Painted

Materials (LBPM's), and components, which may be impacted by project renovation or demolition activities. Media: Paper and electronic. **Disposition:** *Retain for 30 years after construction completion, then destroy.* (29 CFR Section 1910.1001(m)(1)(iii))

**2. Inspection File**

Materials documenting the inspection of project construction sites, of which, 90% are retained and managed in the Tracker system. Media: Paper and electronic. **Disposition:** *Retain for 10 years after construction completion, then destroy.* (Code Civ. Proc. Section 337.15)

**3. Labor Compliance Monitoring File**

Materials documenting the inspection of contractor's employees to ensure labor compliance, includes various materials such as letters concerning pre-construction discrepancies, payoff information, and violation letters. Media: Paper and electronic. **Disposition:** *Retain for 5 years after contract expires, then destroy.* (24 CFR Sections 92.508 and 570.505)

**4. Plans and CAD Files**

As-built construction record drawings, shop drawings, plans, maps, and 2D/3D CAD designs that are Vital Records. These documents may be referred to as templates for future projects. Media: Paper and electronic. **Disposition:** *Indefinite.* (Division preference for reference purposes)

**5. Project Management File**

Materials related to the development and construction of projects including bids and proposal, construction specifications, construction calculations, technical reports, Certificates of Occupancy, building operations, maintenance manuals, and other development/construction-related materials. Media: Paper and electronic. **Disposition:** *Retain for 1 year after life of building, if destroyed prematurely, or 10 years after construction is complete, whichever is longer, then destroy.* (Code Civ. Proc. Section 337.15) *Retain unsuccessful bids 5 years after award date, then destroy.* (Gov't. Code Section 26202.1)

**6. Tracker Generated Reports**

Project-related reports that are generated in the Tracker software throughout the course of the project, including the Project Activity Log, Progress Payment Report, Check Request Summary Report, and the Project Summary. Media: Paper and electronic. **Disposition:** *Retain for 1 year after life of building, if destroyed prematurely, or 10 years after construction is complete, whichever is longer, then destroy.* (Code Civ. Proc. Section 337.15)

## **GRANTS MANAGEMENT UNIT**

### **1. Action Plan File**

The Action Plan is the annual planning document that identifies specific CDBG, Emergency Solutions Grant (ESG), and HOME Investment Partnership Act funded activities undertaken in the County of Los Angeles and its Participating Cities, in support of the goals and objectives established in the Five Year Consolidated Plan. The file contains documents relative to the development of the County's One Year Action Plan. Inclusive of each of the five documents created for each year - the five-year planning period. Media: Electronic. **Disposition:** *Indefinite*. (Division preference for resource purposes)

### **2. Bulletins – GMU**

The *Bulletins* are newsletters containing information about the activities and accomplishments of the Community Development Commission's (Commission) Grant's Management Unit. Media: Electronic. **Disposition:** *The directive bulletins (i.e. training or those with due dates) retain for 6 years, starting from the date of the bulletin, then destroy. Whereas, the procedures bulletins should be retained indefinitely until the GMU Records Management Committee notifies the Records Coordinator to delete per new or reissued procedure(s).* (Division preference for resource purposes)

### **3. CDBG Slum Blight Areas**

Participating cities have the authority to establish slum blight project areas where eligible CDBG activities can be undertaken. The file contains the approved slum blight project area studies, and the supporting documentation used to justify the area's designation. Media: Electronic. **Disposition:** *Indefinite*. (Division preference for resource purposes)

### **4. CDBG-R**

This file contains general CDBG-R correspondence with agencies and closeout documents from HUD. Media: Electronic. **Disposition:** *Retain for 5 years after closeout of project, then destroy.* (24 CFR Sections 92.508 and 570.505)

### **5. City Quarterly Meetings**

City Quarterly Meetings are held four times a year and are a structured meetings that provides cities participating in the Los Angeles Urban County CDBG Program with information and feedback on the administration of their CDBG programs. The file contains documents supporting the planning and development of these meetings. Media: Electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Section 26202)

**6. Community Meeting File**

Annual Community Meetings are held once a year, one in each Supervisorial District, to solicit public comment on the CDBG, ESG, and HOME Investment Partnership Act Programs. This file contains documents supporting the planning and development of these meetings. Media: Electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Section 26202)

**7. Community Resource Investment Strategy File**

File documents the investment strategy used by the Commission concerning community resources. Media: Electronic. **Disposition:** *Indefinite.* (Division preference for resource purposes)

**8. Comprehensive Annual Financial Report (CAFR)**

This file contains the CAFR prepared annually by the Participating City to Financial Review Management Team. (Do not retain CAFR's prepared annually by Financial Management Division (FMD) – those records are maintained by FMD.) Media: Electronic. **Disposition:** *Retain for 5 years, then destroy.* (24 CFR Sections 92.508 and 570.505)

**9. Consolidated Annual Performance Evaluation Report ("CAPER")**

The Consolidated Annual Performance Evaluation Report is prepared once a year and documents the performance of all city, community-based organization, county department, and Commission Division projects funded by CDBG, HOME, and Emergency Solutions Grants (ESG). Media: Electronic. **Disposition:** *Indefinite.* (Historical/Archival Value)

**10. Consolidated Plan File**

The Consolidated Plan is the planning document developed to establish five-year goals and objectives for the County of Los Angeles CDBG, ESG, and HOME Investment Partnership Act Programs. The file contains documents relative to the development of the County's Consolidated Plan, as well as the final completed plan for the five-year period. Media: Electronic. **Disposition:** *Indefinite.* (Historical/Archival Value; Division preference for historical and resource purposes)

**11. Consultant Contract File**

This file contains consultant contracts and related correspondence, utilized by the Grants Management Unit. Media: Electronic. **Disposition:** *Retain for 5 years after the end of the contract, then destroy.* (24 CFR Sections 92.508 and 570.505)

**12. Contract/Subcontract Activity Report**

This file contains the Contract/Subcontract Activity Report that is submitted to HUD annually. The Minority Business Enterprise Summary is included as part of this report.



Media: Electronic. **Disposition:** *Retain for 5 years, then destroy.* (24 CFR Sections 92.508 and 570.505)

### 13. Contracts

Contract documents are executed for those agencies that participate in the various grant-funded programs and may include other future funding where contracts will be executed. These contracts are those generated and maintained by the Community Development Division *online system*. Some examples of funding types are Community Development Block Grant, Homeless Housing Program Fund, First 5 Funding, and General Funds. Media: Electronic. **Disposition:** *Retain for 5 years after projects have contract completion or have been reported as completed, then destroy. For CDBG Online System data, delete after 5 years except for the subset of information that will be retained indefinitely (see CDD Director or his designee (I/T Liaison in the Program Administration Team for specifics)).* (24 CFR Sections 92.508 and 570.505)

### 14. Environmental File

File contains environmental review information including negative declarations, environmental site assessments, and environmental impact reports and statements for CDBG and Commission projects. Media: Paper and electronic. Current files are Vital Records. Media: Electronic.

- (a) Property IDs. **Disposition:** *Retain for 5 years after closeout of project, then destroy.* (24 CFR Sections 92.508 and 570.505)
- (b) Exemptions. **Disposition:** *Retain for 5 years after close of project, then destroy.* (24 CFR Sections 92.508 and 570.505)
- (c) Categorical exclusions. **Disposition:** *Indefinite.* (Division preference for reference purposes)
- (d) Environmental assessments (i.e. Monitoring - Mitigation and Release of Funds). **Disposition:** *Indefinite.* (Division preference for historical and reference purposes)
- (e) Environmental Impact Statements (i.e. Public Notices). **Disposition:** *Indefinite.* (Division preference for historical and reference purposes)
- (f) Other environmental reports or studies. **Disposition:** *Indefinite.* (Division preference for historical and reference purposes)

### 15. Exchange Funds

This file contains correspondence with CDBG participating cities related to the exchange of CDBG funds. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy (retention period starts when documents are scanned/saved in Public Agencies' Records Management System).* (24 CFR Sections 92.508 and 570.505)

### 16. Financial Management Review File

File contains correspondences and other financial documentation associated with reviews of participating agency accounting systems, project expenditures, financial management, and single audits. Media: Electronic. **Disposition:** *Indefinite (in case agencies request funding again in the future) or 5 years after closeout of grant, then destroy.* (24 CFR Section 570.505)

**17. General Correspondence**

The file contains various types of correspondence generated in the administration of the Grants Management Unit's programs. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy or Indefinite, if resource file (retention period begins when the documents are scanned/saved in Public Agencies' Records Management System).* (24 CFR Sections 92.508 and 570.505)

**18. Grant Agreements**

File contains all grant agreements with the United States Department of Housing and Urban Development (HUD) and/or funders. Media: Electronic. Current agreements are Vital Records. **Disposition:** *Indefinite.* (Division preference for resource purposes)

**19. "High Risk" Agencies**

This file contains the following:

- (a) *"Demand Letters"* (and any supporting documentation) sent to former subrecipient agencies, requesting repayment of disallowed costs (in lump sum or monthly installments in accordance with repayment agreement). The *Letters* warn the agencies that failure to satisfy the conditions of the letter will result in administrative sanctions (i.e. reporting to County Controller/Treasurer and denial of future Los Angeles County funding) until the conditions are met.
- (b) *"Contract Termination Notices"* or *"Notice of Denial of CDBG Funding"* (and any supporting documentation) to former or proposed subrecipient agencies, whose agreements are terminated for cause, or which cannot be funded until certain conditions are met (i.e. attaining needed capacity to administer the grant, submitting delinquent critical documentation such as *QPRs*, restructuring their Board of Directors, etc.).

**Disposition:** *Retain the file until the agency has satisfied the condition(s) stated in the Letter or Notice. The Unit Manager, in coordination with the Supervisor, will make this determination and notify the Administrative Assistant to proceed with the deletion request.* (Division preference for monitoring purpose)

**20. HPRP Drawdown**

This file contains drawdown expenditure reports for the Homelessness Prevention and Rapid Re-Housing Program (HPRP). Media: Electronic. **Disposition:** *Retain for 5 years after closeout of grant, then destroy.* (24 CFR Sections 92.508 and 570.505)

**21. Miscellaneous Correspondence**

This file contains correspondence with CDBG participating agencies and District Offices. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy.* (24 CFR Sections 92.508 and 570.505)

**22. Monitoring Review**

This file contains monitoring correspondence of CDBG participating agencies. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy (retention period to begin after close of project) or Indefinite, if problem agency for future reference.* (24 CFR Sections 92.508 and 570.505)

**23. Neighborhood Stabilization Program (NSP)**

This file contains performance and expenditure reports submitted for the State NSP Program; MBE/WBE – Contract/Subcontract NSP Reports, Section 3 NSP Reports submitted for federally funded NSP programs, and other miscellaneous NSP correspondence received from HUD and/or Agencies. Media: Electronic. **Disposition:** *Retain 5 years after closeout of grant, then destroy.* (24 CFR Sections 92.508 and 570.505)

**24. Performance Assessment**

This file contains Commission Divisions Quarterly Assessment Memos, reports, and other miscellaneous assessment reports of CDBG participating agencies. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy (retention period begins when the documents are scanned/saved to Public Agencies' Records Management System).* (24 CFR Sections 92.508 and 570.505)

**25. Performance Policy**

This file contains correspondence with cities concerning the recapture of funds from their CDBG allocations due to their failure to meet the drawdown requirement, per GMU's Performance Policy. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy (retention period begins when the documents are scanned/saved to Public Agencies' Records Management System).* (24 CFR Sections 92.508 and 570.505)

**26. Programmatic Agreement**

This file contains correspondence with the Office of Historic Preservation regarding our Program Agreement Compliance Report and correspondence related to the Social Program Agreement with the County. Media: Electronic. **Disposition:** *Retain for 5 years after the end of the contract period, then destroy.* (24 CFR Sections 92.508 and 570.505)

**27. Project File**

The file contains Federal Housing and Urban Development audit materials that are used to manage and audit city, community-based organization, county department, and Commission Division projects funded by CDBG. Current files are Vital Records. Media: Electronic. **Disposition:** *Retain for 5 years after expiration of the contract*

*and any amendments, then destroy. Or “indefinite” if pertains to a high-risk agency. (24 CFR Section 570.502)*

**28. Quarterly Performance Reports (QPRs) Delinquent Letters**

This file contains correspondence related to CDBG-R quarterly performance reports. Media: Electronic. **Disposition:** *Retain for 5 year, then destroy (date of correspondence to be used to begin retention period).* (24 CFR Sections 92.508 and 570.505)

**29. QPRs**

Quarterly report documents the performance of all city, community-based organization, county department, and Commission Division projects funded by CDBG, including the Housing Rights Center. Media: Electronic. **Disposition:** *Retain for 5 years after expiration of the contract and any amendments, then destroy.* (24 CFR Section 570.502)

**30. Relocation File**

Files document the technical assistance administrative support related to the relocation of displaced persons by Public Agencies' operating Divisions and other agencies receiving Federal, State, or local funding. Media: Electronic. **Disposition:** *Retain for 5 years after the person has received a final relocation payment, then destroy.* (24 CFR Section 570.502)

**31. Request for Proposals (RFP)**

This file contains RFP Notices and correspondence related to RFPs. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy.* (24 CFR Sections 92.508 and 570.505)

**32. Section 108 Loan Program**

File contains loan initiation, agreements, amendments, compliance, and debt service documents utilized by the Grants Management Unit. Media: Electronic.

(a) Amendments. **Disposition:** *Retain 5 years after specific loan payoff end date, then destroy.* (24 CFR Sections 92.508 and 570.505)

(b) Escrow Deposits. **Disposition:** *Retain for 5 years after specific loan payoff end date, then destroy.* (24 CFR Sections 92.508 and 570.505)

(c) Golden Springs. **Disposition:** *Destroy all on 6/30/17 (remove “Section 108–Golden Springs” from Type of File/Letter category)*

(d) Investment Instructions – Custodial Agreements (Invst Instr-Cust Agr.) **Disposition:** *Retain for 5 years after date of document, then destroy.* (24 CFR Sections 92.508 and 570.505)

(e) Loan Agreements. **Disposition:** *Retain for 5 years after specific loan payoff end date, then destroy.* (24 CFR Sections 92.508 and 570.505)

(f) Monthly Reports. **Disposition:** *Retain for 5 years after date of document, then destroy.* (24 CFR Sections 92.508 and 570.505)

(g) Payments. **Disposition:** *Retain for 5 years after date of document, then destroy.* (24 CFR Sections 92.508 and 570.505)

(h) Permanent Repayment. **Disposition:** *Retain for 5 years after date of document, then destroy.* (24 CFR Sections 92.508 and 570.505)

**33. Semi-Annual Labor Standards**

This file contains the Labor Standards reports submitted to HUD twice a year, which include contract activity and expenditures and 5.7 Enforcement Reports for the six-month period. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy.* (24 CFR Sections 92.508 and 570.505)

**34. Substantial Change Documentation**

During the course of the CDBG program year, activities are created, discontinued or modified. HUD is notified of these changes on a quarterly basis. This file contains documents developed to notify HUD of the quarterly substantial changes. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy.* (24 CFR Sections 92.508 and 570.505)

**35. Successful Payment Requests**

These are funding requests from cities, community-based organizations, and county departments that participate in all grant-funded programs. Media: Electronic. **Disposition:** *Retain for 5 years after the project closeout, then destroy.* (NOTE: All Funding Requests are currently retained in the Online System) (24 CFR Sections 92.508 and 570.505)

**36. Timekeeping Documents**

The file contains various timekeeping-related reports and adjustments, compiled and completed by the GMU Timekeepers. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy.* (Gov't. Code Section 26202)

**37. Unsuccessful Payment Requests**

These are unsuccessful funding requests from cities, community-based organizations, and county departments that participate in all grant-funded programs. Media: Electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Section 26202) (NOTE: All Funding Requests are currently retained in the Online System)

**38. Urban Qualifications Documents**

This file contains the Urban County Qualification documents the CDC (County) must submit every 3 years in order to retain the “Urban County Entitlement” designation for the CDBG, HOME, and ESG Programs. Media: Electronic. **Disposition:** *Retain for 5 years after the end of the 3<sup>rd</sup> year of the Urban County qualification period, then destroy.* (24 CFR Sections 92.508 and 570.505)

**COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY  
OF LOS ANGELES COUNTY  
ECONOMIC AND HOUSING DEVELOPMENT DIVISION**

**ECONOMIC DEVELOPMENT UNIT**

**1. Business Technology Center File**

File documents the construction of the Business Technology Center, a 40,000 square foot building in Alta Dena. Included are correspondence, reports, building systems information, financial records, and other related materials. The file also includes operation files such as tenant lease, etc. Current file is a Vital Record. Media: Paper and electronic.

(a) Construction records. **Disposition:** *Retain for 10 years after disposal or sale of building, then destroy.* (Code Civ. Proc. Section 337.15)

(b) Operation files such as tenant lease, etc. **Disposition:** *Retain until completion of Economic Development Administration obligation, then destroy.*

**2. Development Project File**

File contains materials related to development agreements for site specific projects which may include acquisition, relocation and construction documents. Current files are Vital Records. Media: Paper and electronic. **Disposition:** *Retain for 5 years until construction is complete, then destroy.* (24 CFR Section 570.505)

**3. Redevelopment Project File**

File contains materials concerning the County's five former redevelopment project areas and includes the original authorizing documents and any amendments to each redevelopment plan, as well as other related materials. Including records pertaining to formation of project area establishment including authorizing documents, redevelopment plan and amendments thereto, Board letter authorizing adoption and related studies. Redevelopment agencies were officially dissolved in California as of February 1, 2012. Media: Paper and electronic. **Disposition:** *Retain for 5 years after dissolution, then destroy.* (Destruction: February 1, 2017).

**4. Successor Agency/Oversight Committee File**

File contains records regarding the winding down of the dissolved Redevelopment Agency's affairs. It includes Oversight Committee documents, Recognized Obligation Payment Schedules (ROP), Long Range Property Management Plan, etc. Media: Paper and electronic. **Disposition:** *Retain for 5 years after Successor Agency dissolution, then destroy.* (California SB 107)

**5. Empowerment Zone HUD Sec. 108 Loan/EDI Grant Program**

File contains records for the Empowerment Zone HUD Sec. 108 Loan/EDI Grant Program. Media: Paper and electronic. **Disposition:** *Retain for 5 years after each loan maturation date, then destroy.* (25 CCR Section 8463; 24 CFR Section 570.502)

**6. Enterprise Zone**

File contains Enterprise Zone records. This program ended December 31, 2014. This file is a Confidential Record. Media: Paper and electronic. **Disposition:** *Retain for 5 years from the date an application for a voucher is received, then destroy.* (25 CCR Section 8463)

## **HOUSING DEVELOPMENT UNIT**

**1. HOME Program Affordable Housing Development Loan Applications File**

File contains applications for funding from the federal HOME Program for the development of low and moderate income housing. Media: Paper and electronic. **Disposition:** *Retain for 5 years after project completion date for rental projects, then destroy. For homeownership projects, documents that have recapture/resale restrictions must be retained five years after the affordability period ends, then destroy. All written agreements must be retained for five years after the agreement terminates, then destroy.* (24 CFR Section 92.508)

**2. City of Industry Applications File**

File contains applications for funding by the City of Industry to the Housing Authority for the development of low and moderate income housing. Media: Electronic. **Disposition:** *Retain for 5 years after project completion, then destroy.* (Auditor Controller Handbook, Section A, 3.1)

**3. Affordable, Special Needs, Homeless Housing Development Applications File**

File contains applications for funding by the County General funds, Homeless Bonus funds, Homeless Services Center Funds (HSCF), Emergency Shelter Funds (ESF), Condo Conversion Funds, etc. to the Public Agencies for the development of low and moderate income housing. These funds include HHPF, HSCF, ESF, Condo Conversion and Community Development Block Grant (CDBG) funds. Media: Paper and electronic. **Disposition:** *Retain for 5 years after project completion, then destroy.* (Auditor Controller Handbook, Section A, 3.1)

**4. First Five Funding Program File**

File contains applications for funding by the First 5 LA Commission for the development of low and moderate income housing. Media: Paper and electronic. **Disposition:** *Retain for 5 years after end of affordability period, then destroy.* (Auditor Controller Handbook, Section A, 3.1)



**5. Project Files (Development)**

File contains materials documenting development projects including property acquisition or sales such as deeds of trust and grant deeds. The file also includes loan and regulatory agreements and records regarding acquisition, development, rehabilitation and/or construction with Public Agencies' Affordable Housing Loan Funds. These funds include HHPF, HSCF, ESF, Condo Conversion and Community Development Block Grant (CDBG) funds.

(a) Deeds of trust and grant deeds for CDC/HACoLA property. Media: Paper. **Disposition:** *Permanent* (Division preference for reference purposes)

(b) File contains the following types of documents: legal (loan agreement), promissory note, compliance, appraisal, construction, consultant information, correspondence, environmental, exhibits, finance, insurance, occupancy monitoring, planning, project, acquisition, and relocation. Media: Paper and electronic. **Disposition:** *Retain for 5 years after end of affordability period (affordability period varies based on type of loan agreement), then destroy.* (Commission Administrative Policies and Procedures: 5.2.0 Loan Program Administration Policy, Industry Loans – Home Loans – Title 24 of the California Federal Regulations Section 92.508, Condo Conversion Loans – CDBG Loans – Auditor Controller Handbook, Section A, 3.1)

**6. Program File (Program Manager)**

These are the program manager's files concerning development projects.

(a) Organizational and Program Files. Files containing administrative directives, policy studies and reports, formal memoranda, reports of special advisory committees and task forces. Media: Paper and electronic. **Disposition:** *Retain 5 years after program is closed, then destroy.* (Gov't. Code Section 26202)

(b) Administrative Procedural Files. Administrative announcements, routine correspondence and memoranda, statements, reports, and other records of Commission offices pertaining to office procedures and distributed within the department or among Commission offices. Media: Paper and electronic. **Disposition:** *Retain for 2 years after program closes or until superseded, then destroy.* (Gov't. Code Section 26202)

**7. Sound Insulation Project File**

File documents project costs to replace windows and doors in the area near Los Angeles International Airport to reduce airport noise including warranties and noise easements. Media: Paper and electronic. **Disposition:** *Retain for 5 years after date of final grant payment, then destroy. CDBG cost documentation: Retain for 5 years after termination of agreement, then destroy.* (Auditor-Controller Handbook, Section A, 3.1 and 14 CFR 151.55)

**8. Sound Insulation (Title 21) File**

File documents Title 21 materials for noise reduction jobs that have been completed, as well as documenting those who did not wish to participate in the sound insulation program. Media: Paper and electronic. **Disposition:** *Permanent*. (14 CFR Section 151.55; Division preference due to Notice of Completion are not recorded)

**9. Sound Insulation Program File**

File documents program requirements in the administration of funds from the Los Angeles International Airport and Federal Aviation Administration to reduce the impact of airport noise on surrounding communities. Media: Paper and electronic. **Disposition:** *Retain for 5 years after completion of program, then destroy*. (14 CFR Section 151.55)

**10. Los Angeles County Housing Resource Center Website File**

File contains Board Letters, Sole Source justifications, and funding contracts related to The Los Angeles County Housing Resource Center website and all related information. Media: Paper and electronic. **Disposition:** *Retain for 5 years after the completion of the project, then destroy*. (Auditor Controller Handbook, Section A, 3.1)

**11. Los Angeles County Housing Innovation Fund**

File contains applications for funding, underwriting and recommendations from funders and fund disbursements. Media: Paper and electronic. **Disposition:** *Retain for 5 years after loan maturation, then destroy*. (Auditor-Controller Handbook, Section A, 3.1)

**12. Historical/Archival Value**

Records with archival value are to be preserved because they contain information of continuing and enduring value to the Public Agencies, provide valuable research data, or document the history and development of the Public Agencies and its Divisions. Media: Paper and electronic. **Disposition:** *Permanent*

**CAPITAL FINANCE/ASSET MANAGEMENT UNIT**

**1. Occupancy Monitoring**

File contains materials documenting compliance with the various housing regulations. Included are records documenting the financial eligibility of tenants, compliance with legal occupancy, and maintenance standards. Media: Paper and electronic (resides in the AMD Database). **Disposition:** *Retain for most recent 5 year period, then destroy*. (24 CFR Section 92.508)

**2. Commercial, Industrial and Business Loan Program File**

File contains materials documenting Commission loans for working capital, equipment, real estate, and facility improvements and include such materials as loan agreements, promissory notes, transmittal forms, deeds of trust, loan amendments, Board memoranda and payment requests. Current loan materials are Vital Records.

(a) Collateral records such as Deed of Trust, promissory notes, loan agreement, personal guaranty, Uniform Commercial Code (UCC) filings, certificate of deposit, letter of credits, application, etc. Media: Paper and electronic. **Disposition:** *Retain for 5 years after loan is repaid, then destroy.* (24 CFR Section 570.505)

(b) Working File such as project correspondence, staff reports and notes, and other materials documenting project policies and activities. Media: Electronic and paper are scanned annually and destroyed. **Disposition:** *Retain for 5 years after loan is repaid, then destroy.* (24 CFR Section 570.502)

(c) Tax returns, financial statements, and insurance. Media: Electronic and paper are scanned annually and destroyed. **Disposition:** *Retain for most recent 3 years, then destroy.*

**3. Community Business Revitalization (CBR) Program File**

File includes commercial façade improvement grant Program Records such as Owner Participation Agreement (OPA), signed contract, application, etc. Media: Paper scanned annually and destroyed. **Disposition:** *Retain for 5 years after project completion date, then destroy.*

**4. Multi-Family Mortgage Revenue Bond Transcript File**

File contains records pertaining to Housing Authority's Multi-Family Mortgage Revenue Bond Programs that issue Mortgage Revenue Bonds to provide bond financing to developers includes materials documenting housing transactions. Current files are Vital Records. Media: Paper. **Disposition:** *Multi-Family, unless the applicable requirements in the relevant bond indenture specify longer, retain material records for as long as the bonds are outstanding plus 5 years after the final redemption date of the bonds, then destroy.* (26 CFR Section 1.148-5, and 26 U.S. Code Section 142)

**5. Southern California Home Financing Authority (SCHFA) Bond Transcript File**

File contains records pertaining to the SCHFA, a Joint Powers Agreement between the Counties of Los Angeles and Orange that issues Single Family Mortgage Revenue Bonds to provide low interest rate mortgage loans to first time home buyers. Includes materials documenting housing transactions. Current files are Vital Records. Media: Bond book. **Disposition:** *Unless the applicable requirements in the relevant bond indenture specify longer, retain material records for as long as the bonds are outstanding plus 5 years after the final redemption date of the bonds, then destroy.* (26 CFR Section 1.148-5)

**6. Home Ownership Program (HOP) File**

File documents loans made by the Division to eligible first-time homebuyers. Contains Deed of Trust, promissory notes, loan agreements, Covenants, Conditions and Restrictions (CC&Rs), correspondence, staff reports and notes and other materials documenting project policies and activities. Current records are Vital Records.

(a) Collateral records such as Deed of Trust, promissory note, loan agreement, and CC&Rs. Media: Paper and electronic. **Disposition:** *Retain for 5 years after loan is repaid, then destroy.* (24 CFR Section 92.508)

(b) Working File such as project correspondence, staff reports and notes, and other materials documenting project policies and activities. Media: Electronic. **Disposition:** *Retain for 5 years after loan is funded, then destroy.* (24 CFR Section 92.508)

**7. HERO Program**

File documents loans made by the Division to eligible first time homebuyers through Neighborhood Stabilization Program called the "HERO" Program. Contains Deed of Trust, promissory notes, loan agreements, CC&Rs, correspondence, staff reports and notes and other materials documenting project policies and activities. Current records are Vital Records.

(a) Collateral records such as Deed of Trust, promissory note, loan agreement, and CC&Rs. Media: Paper and electronic. **Disposition:** *Retain for 5 years after loan is repaid, then destroy.* (24 CFR Section 92.508)

(b) Working File such as project correspondence, staff reports and notes, compliance with procurement requirements, disclosure of presence of lead-based paint, asbestos, other related requirements; and other materials documenting project policies and activities. Media: Electronic. **Disposition:** *Retain for 5 years after loan is funded, then destroy.* (24 CFR Section 92.508)

**8. Mortgage Credit Certificates (MCC) Program File**

File documents the MCC Program (related to the first time homebuyers' loan programs) and contains correspondence, reports, notes, and other related records, as well as tax information forms and mortgage credit certificates. Media: Electronic.

**Disposition:** *Retain for 9 years after the MCC certificate has been issued, then destroy.* (24 CFR Section 92.508)

(a) Program File. **Disposition:** *Retain for 9 years after the MCC certificate has been issued, then destroy.* (24 CFR 92.508)

(b) Re-issuance. **Disposition:** *Retain for 9 years after re-issuance date, then destroy.* (24 CFR 92.508)

**9. Single Family Rehabilitation Loan Program File (HOME-funded)**

File contains financial records, correspondence, notices of completion, loan applications, compliance with procurement requirements, disclosure of presence of lead-based paint, asbestos, other related requirements, and other related materials documenting HOME-funded Rehabilitation Loan Program loans and their repayment, as well as work completed with loan funds.

(a) Collateral records such as deed of trust, promissory note, loan agreement, and CC&Rs. Media: Paper and electronic. **Disposition:** *Retain for 5 years after loan is repaid, then destroy.* (24 CFR Section 92.508)

(b) Working File such as project correspondence, staff reports and notes, and other materials documenting project policies and activities. Media: Electronic. **Disposition:** *Retain for 5 years after rehabilitation is complete, then destroy.* (24 CFR Section 92.508)

**10. Single Family Rehabilitation Home Improvement Program File (CDBG-funded)**

File contains financial records, correspondence, notices of completion, loan applications, compliance with procurement requirements, disclosure of presence of lead-based paint, asbestos, other related requirements, and other related materials documenting Home Rehabilitation Loan Program loans and their repayment, as well as work completed with loan funds.

(a) Collateral records such as Deed of Trust, promissory note, loan agreement, and CC&Rs. Media: Paper and electronic. **Disposition:** *Retain for 5 years after loan is repaid, then destroy.* (24 CFR Section 92.508)

(b) Working File such as project correspondence, staff reports and notes, and other materials documenting project policies and activities. Media: Electronic. **Disposition:** *Retain for 5 years after rehabilitation completion date, then destroy.* (24 CFR Section 92.508)

**11. Emergency Aid Grant (EAG) File**

File documents grants for home repairs of \$5,000 or less of CDBG funds to low-income individuals. Current records are Vital Records. **Disposition:** *Retain for 5 years after rehabilitation completion date, then destroy.* (24 CFR Section 570.502)

**12. Real Estate Acquisitions File**

File contains materials documenting the acquisition and sale of real estate by the Division. Included are photographs of properties acquired and sold, as well as correspondence, notes, reports, and legal documents. Current file is Vital Record. **Disposition:** *Retain for 5 yrs. after sale or transfer of property, then destroy.* (Division preference for reference purposes)

**COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY  
OF LOS ANGELES COUNTY  
EXECUTIVE OFFICE**

**1. Administrative Subject File**

File contains materials related to the administration of the Public Agencies including correspondence and County certifications.

(a) Program and Policy Correspondence. Incoming and outgoing letters and memoranda pertaining to the formulation, planning, and implementation of the mission, policies, programs, operations, and projects of a Public Agencies Division, or office. Program and policy correspondence is generally maintained in the office of the Division. Media: Paper and electronic. **Disposition:** *Permanent* (Division preference for historical purposes)

(b) Routine Correspondence. Incoming and outgoing letters pertaining to the normal and routine administrative functions of a Public Agencies' Division, or office. Consists of correspondence providing general information, replying to complaints and requests for information, referring inquiries elsewhere, forwarding materials, and acknowledging incoming letters. Media: Paper and electronic. **Disposition:** *Retain for 3 years from inactivity, then destroy.* (Gov't. Code Section 26202; Division preference for resource purposes)

**2. Special Program File**

File contains materials such as correspondence, reports, notes, and other such materials related to special projects assigned by the Public Agencies' Executive Director to Executive Office staff.

(a) Organizational and Project Files. Files containing administrative directives, policy studies and reports, formal memoranda, reports of special advisory committees and task forces, and similar records documenting the formulation and implementation of projects, policies, programs, and operations of any Public Agencies' office. Media: Paper and electronic. **Disposition:** *Permanent* (Division preference for historical purposes)

(b) Administrative Procedural Files. Administrative announcements, routine correspondence and memoranda, statements, reports, and other records of Public Agencies offices pertaining to office procedures and distributed within the Division or among Commission offices. Media: Paper and electronic. **Disposition:** *Retain until superseded, then destroy.* (Division preference to keep the most up to date procedure)

**3. Administrative Building Relocation Project File**

File documents relocation of administrative staff: (1) from 2 Coral Circle Building in Monterey Park to Alhambra; and, (2) From Santa Fe Springs to Alhambra.

- (a) Final reports, correspondence documenting relocation related decisions, floor plans, and photographs. Media: Paper, photographs and electronic. **Disposition:** *Permanent* (Division preference for historical purpose)
- (b) All other materials. Media: Paper and electronic. **Disposition:** *Retain for 3 years after completion of relocation, then destroy.* (Gov't. Code Sections 26202 and 26206.7)

#### 4. Board Letters

These are approved Board letters from the Public Agencies to the Board of Commission. The file also includes statements of proceedings/Board minutes. Record copy is retained by the Executive Office of the Board of Supervisors. Media: Paper and electronic. **Disposition:** *Destroy when no longer needed for reference.* (Division preference for resource purposes)

#### 5. Housing Commission Minutes

Minutes of the Housing Commission. Media: Paper and electronic. **Disposition:** *Permanent.* (Historical)

#### 6. Housing Commission Agendas and Packets

Posted agendas and notices for meetings of the Commission including the Housing Commission Board letter. Packets includes material assembled and distributed to the Housing Commission members containing documents pertaining to a Housing Commission meeting as well as informational material. Media: Paper and electronic. **Disposition:** *Permanent.* (Division preference for resource purposes)

#### 7. Audio Recordings of Official Housing Commission Meetings

Audio recordings for which official written minutes are prepared. **Disposition:** *Permanent.* (Division preference for historical purposes)

#### 8. Housing Commission By-Laws

File contains Housing Commission's operating policies and procedures. Media: Paper and electronic. **Disposition:** *Retain until superseded, then destroy.* (Division preference to keep the most up to date By-Laws)

#### 9. Historical/Archival Value

Records with Historical/Archival Value are to be preserved because they contain information of continuing and enduring value to the Public Agencies, provide valuable research data, or document the history and development of the Public Agencies and its Divisions. Including the Strategic Plan for the Small Business Commission and the Commission establishment and authority. Media: Paper and electronic. **Disposition:** *Permanent*



**COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY  
OF LOS ANGELES COUNTY  
EXECUTIVE OFFICE OF BUDGET**

**1. Community Development Commission and Housing Authority Budgets**

Annual Public Agencies' published budget.

(a) Official Public Agencies' Published Budget. Media: Paper and electronic. Current Fiscal Year Budget is a Vital Record. **Disposition:** *Permanent.* (Historical/Archival purposes)

(b) Government Finance Officers Association (GFOA). Media: Paper and electronic. **Disposition:** *Permanent.* (Historical/Archival Value)

**2. Budget Amendments**

Adjustments to the original approved budget. Media: Paper and electronic. **Disposition:** *Retain for 7 years, then destroy.* (Division preference for resource purposes)

**3. Budget Manual**

Budget report and publication that is published in the Intranet. Media: Electronic. **Disposition:** *Retain for 3 years after the fiscal year, then destroy.* (Gov't. Code Section 26202)

**4. Budget Working Papers**

Records created and used in the preparation of the annual budget, including; Divisional requests, estimates, and ledgers. These are kept in the budget database. Media: Paper and electronic. **Disposition:** *Permanent.* (Budget database information are interrelated)

**5. Pre-Budget, Budget Meeting Notes, Related Correspondence and Memoranda**

Records created and used in preparation of the annual budget. Media: Electronic and paper. **Disposition:** *Retain for 10 years, then destroy.* (Division preference for reference purposes)

**6. Quarterly Reports**

Budget quarterly reports. Media: Paper and electronic. **Disposition:** *Retain for 7 years, then destroy.* (Division preference for reference purposes)

**7. Master Service Agreement**

File contain service agreements between the Commission, Housing Authority and the Los Angeles County. Media: Paper and electronic. **Disposition:** *Permanent.* (Division preference for resource purposes)

**8. Alhambra Lease Agreement**

File contain lease agreement for the Alhambra office building and documents relating to the agreement. Media: Paper and electronic. **Disposition:** *Retain for 5 years after termination or completion of Alhambra Lease Agreement, then destroy.* (Code Civ. Proc. Section 337)

**9. Funding Agreements**

File contains funding agreements with Public Agencies. Media: Electronic and paper. **Disposition:** *Permanent.* (Division preference for reference and Historical/Archival Value)

**FLEET**

**1. Annual Vehicle Reports**

Reports that document the history of each Public Agencies-owned vehicle including vehicle maintenance and repairs, smog test documentation, daily-usage logs, incident reports, and all other work completed on each vehicle. Media: Paper and electronic. **Disposition:** *Retain for 5 years after life of vehicle, then destroy.* (Gov't. Section 26202; Division preference for audit purposes)

**2. Vehicle Auction File**

Files documenting the sale of Public Agencies' vehicles. Media: Paper. **Disposition:** *Retain for 5 years after sale of vehicle, then destroy.* (Gov't. Code Section 26202; Division preference for audit purposes)

**3. Vehicle Registration and Pink Slip File**

Files containing documentation of vehicle registration and ownership. Media: Paper. Current records are Vital Records. **Disposition:** *Retain for 5 years after life of vehicle, then destroy.* (Gov't. Code Section 26202; Division preference for audit purposes)

**4. Voyager Gas Cards**

Files containing information on gasoline credit cards, credit card statements, and card users. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy.* (Gov't. Code Section 26202; Division preference for audit purposes)

**5. Car Assignment Logs**

Log containing car assignments. Media: Paper and electronic. **Disposition:** *Retain for 5 years, then destroy.* (Gov't. Code Section 26202; Division preference for audit purposes)

**COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY  
OF LOS ANGELES COUNTY  
FINANCIAL MANAGEMENT DIVISION**

**ADMINISTRATION**

**1. Division Audit Responses**

File contains Public Agencies' audit reports pertaining to the Finance Division. Media: Electronic. **Disposition:** *Permanent.* (Division preference for resource purposes)

**2. Audit (Fiscal Year)**

Public Agencies' Audits conducted on a Fiscal Year basis. Media: Paper and electronic. **Disposition:** *Permanent.* (Division preference for resource and historical purposes)

**3. Comprehensive Annual Financial Report (CAFR)**

File contains the CAFR. Media: Books and electronic. **Disposition:** *Permanent.* (Division preference for historical purposes)

**4. Treasurer and Tax Collector Collection Activity Reports and Write Off Requests**

File contains status reports of the collection activities performed by the Treasurer and Tax Collector's Collection Unit for the Public Agencies.

(a) Collection Activity Reports. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy.* (24 CFR Section 92.508)

(b) Write Off Requests. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy.* (24 CFR Section 92.508)

**GENERAL ACCOUNTING**

**1. 1099 Forms**

File contains 1099 IRS forms. Media: Financial system generated. **Disposition:** *Retain for 5 years, then destroy.* (26 CFR Section 31.6001.1-4)

**2. Accounts Payable File**

File contains copies of checks along with vendor invoices and supporting documentation on accounts paid by the Public Agencies. Media: Scanned images. **Disposition:** *Retain for 5 years, then destroy.* (Code Civ. Proc. Section 337)

**3. Canceled Checks**

These are canceled checks for payroll, HAP checks and Utility Reimbursement payments, and payments to vendors. Media: Encrypted disc submitted by the Bank. **Disposition:** *Retain for 5 years after audit, then destroy.* (Code Civ. Proc. Section 337; Fiscal Management Policy Sec. 6.8.5(d); and, Financial Management Policy Sec. 1.2.0(d))

**4. Cash Receipts**

File contains copies of checks received by the Public Agencies, deposit tickets, and journal entries pertaining to loan receipts, various income streams, grants, and electronic banking activities. Media: Scanned images. **Disposition:** *Retain for 4 years after audit, then destroy.* (Code Civ. Proc. Section 337)

**5. Journal Entries**

Journal entries and supporting documents. Media: Scanned images. **Disposition:** *Retain for 2 years after audit, then destroy.* (Gov't. Code Section 26202)

**6. Payroll Payment Request**

Request for payroll payments for employee taxes, retirement system, etc. Media: Electronic. **Disposition:** *Retain for 5 years after audit, then destroy.* (29 CFR Section 516.5)

**CASH MANAGEMENT**

**1. Cash Management File**

File contains cash management investment banking activity, trade and confirmation tickets. Media: Scanned images. **Disposition:** *Retain for 10 years after audit, then destroy.* (Code Civ. Proc. Section 337.5)

**2. Bank Statements**

File contains bank statements. Media: Electronic. **Disposition:** *Retain for 5 years, then destroy.* (Code Civ. Proc. Section 337; Fiscal Management Policy Sec. 6.8.5(d); and, Financial Management Policy Sec. 1.2.0(d))

**PROGRAM ACCOUNTING**

**1. Reconciliations**

File contains reconciliations. Media: Electronic. **Disposition:** *Retain for 5 years after audit, then destroy.* (Code Civ. Proc. Section 337; Fiscal Management Policy Sec. 6.8.5(d); and Fiscal Management Policy Sec. 1.2.0(d))

**2. 1098 Form**

File contains IRS 1098 forms. Media: Loan system generated. **Disposition:** *Retain for 4 years after audit, then destroy.* (26 CFR Section 31.6001.1-4)

**3. Program Reports**

These records are Federal Financial Reports submitted to HUD quarterly. Includes Drawdowns and Form 425. Media: Paper and electronic. **Disposition:** *Retain for 3 years after final expenditure report, then destroy.* (24 CFR Section 85.42)

**PAYROLL**

**1. Payroll Payments**

Support records for payroll taxes, CalPERS and deferred contributions, etc. Media: Electronic. **Disposition:** *Retain for 5 years after HUD audit, then destroy.* (29 CFR Section 516.5)

**2. Time Cards and Payroll Adjustment Forms**

Employee time cards and payroll adjustment forms. Includes Incentive form, Leave Pay Out Form, Manual Check Request and Vehicle Usage Report. Media: HCM system generated and electronic. **Disposition:** *Retain for 5 years after the fiscal year to which the records relate or after HUD audit; then destroy whichever is longer.* (29 CFR Section 516.6, Labor Code Section 1174, Internal Revenue Service Regulation 31.6001(e)(2), and Financial Management Policy Sec. 2.1.3)

**3. General Deduction Authorizations, Direct Deposit Authorization, and Garnishments**

Files containing general deductions, direct deposit, and garnishment authorizations. Media: Electronic. **Disposition:** *Retain for 7 years after employee termination or separation or after HUD audit, then destroy, whichever is longer.* (Follows the retention of the employee file)

**4. Affidavit of Ownership & Indemnity Agreement**

Files containing signed affidavit of employees for request to reissue lost checks. Media: Electronic. **Disposition:** *Retain for 7 years after employee termination or separation or after HUD audit, then destroy, whichever is longer.* (Follows the retention of the employee file)

**5. Escheat (Unclaimed Money/Uncashed Check)**

Files contains unclaimed money or uncashed checks of employees separated from the Public Agencies. Media: Electronic. **Disposition:** *Retain for 2 years after escheat, then destroy.* (Code Civ. Proc. Section 340; Gov't. Code Section 26202)

**6. CalPERS Reconciliations**

Files containing reconciliations for CalPERS. Media: Electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Section 26202)

**7. DE4, W4 and SDI Enrollment Forms**

Files containing employee withholding allowance for State and Federal, and State Disability Insurance forms. Media: Electronic. **Disposition:** *Retain for 5 years after the calendar year, then destroy.* (29 CFR Section 516.6, Labor Code Section 1174, Internal Revenue Service Regulation 31.6001(e)(2), and Financial Management Policy Sec. 2.1.6)

**8. Retro Calculation and Over Usage Leave Bank Calculation Forms**

Files containing manual retro calculation and over usage leave banks calculation forms. Media: Electronic. **Disposition:** *Retain for 7 years after employee termination or separation or after HUD audit, then destroy, whichever is longer.* (Follows the retention of the employee file)

**9. Payroll Quarterly Tax Return**

Files contain tax forms filed with IRS and EDD each quarter. Media: Electronic. **Disposition:** *Retain for 7 years or after HUD audit whichever is longer, then destroy.*

**COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY  
OF LOS ANGELES COUNTY  
HOUSING MANAGEMENT DIVISION**

**1. Applicant File**

Records relating to the application process for public housing or subsidy assistance where the applicant is determined to be ineligible, or where the application is withdrawn by the applicant or applicant is cancelled due to undeliverable mail. Includes, but is not limited to: application (and supporting data); social security number disclosure consent, documentation, verification, discrepancy, investigation and resolution; eligibility verification documentation (consent forms, wage & claim information, etc.); correspondence and notifications to applicant; racial, ethnic, gender, and place of previous residency data; and, applicant appeal/hearing records.

- a) Ineligible, Cancelled or Withdrawn - Media: Paper and electronic. **Disposition:** *Retain for 3 years after application withdrawn or cancelled or applicant determined ineligible and expiration of appeal period and conclusion of appeal, if filed then destroy.* (24 CFR Sections 982.158 and 85.42)
- b) Ineligible or Withdrawn Due to Immigration Status (Appealed) - Media: Paper and electronic. **Disposition:** *Retain for 5 years after resolution of informal hearing or USCIS appeal, if filed then destroy.* (24 CFR Section 982.158)
- c) Ineligible or Withdrawn – Debt Owed and/or Adverse Action – Media: paper and electronic. **Disposition:** *Retain for 10 years after application withdrawn or applicant determined ineligible and expiration of appeal period and conclusion of appeal, if filed then destroy.* (24 CFR Sections 982.158 and 85.42)

**2. Tenant/Participant Files**

Records relating to tenants who participate in Public Housing Program pursuant to title 24 CFR. Records include, but are not limited to application (and supporting data) from the family; eligibility verification documentation (consent forms, wage and claim information, Social Security Number discrepancy/investigation/resolution, copies of original documents of eligible immigration status (24 CFR Section 5.510); Family income/composition re-examination (HUD Family Report Form 50058, Landlord's Record of Certification Form 50059, Enterprise Income Verification (EIV) reports, etc.) conducted pursuant to 24 CFR Section 950.257, 24 CFR Section 5.657, 24 CFR Section 884.218, etc.; executed lease; Americans with Disabilities Act (ADA) requests, special admission documentation (such as non-waiting list, HUD-targeted assistance provided in accordance with 24 CFR Section 982.203; lead-based paint records required by 24 CFR Part 35, Subpart B; move-in/move-out inspection reports; disposition of tenant/participant personal property; resident services; termination of tenancy; grievance/informal hearing procedures; and, correspondence with tenants/participants (including notifications, complaints and responses, notices of entry of dwelling unit during tenancy, etc.).

- a) Good Standing - Media: Paper and electronic. **Disposition:** *Retain for 3 years after end of participation (EOP), then destroy.* (24 CFR Section 982.158)
- b) Debt Owed and/or Adverse Action – Media: Paper and electronic. **Disposition:** *Retain for 10 years after end of participation (EOP), then destroy.* (Housing and Urban Development 52675 Form)
- c) Civil Monetary Judgment - Media: Paper and electronic. **Disposition:** *Retain for 10 years after case is resolved, then destroy.* (Code Civ. Proc. Section 683.020)
- d) Fair Housing and Equal Opportunity (FHEO) - Files that contain resolved or pending FHEO Complaints - Media: Paper and electronic. **Disposition:** *Retain for 3 years after end of participation, then destroy.* (24 CFR Section 982.158)

### 3. Resident Councils/Resident Advisory Boards (RABs)

Records relating to formation, activities, and meetings of Resident Councils formed pursuant to 24 CFR Section 964 Subpart B and Resident Advisory Boards formed as part of the housing authority's Annual Plan process pursuant to Section 511 of the United States Housing Act and 24 CFR Section 903.13. Also includes Section 8 RABs. Includes, but is not limited to: bylaws, policies, minutes, resolutions, meeting packets, etc.; information distributed to tenants/participants (purpose and role of the RAB, etc.); member elections, appointments, notifications, correspondence, etc.; memoranda of understanding pursuant to 24 CFR Section 964.18(a)(10); appeals filed with HUD pursuant to 24 CFR § 964.18(a)(6); and, resident participation fund expenditure decision-making. Media: Paper and electronic. **Disposition:** *Retain for 5 years after dissolution, then destroy.*

### 4. Property Profile

File contains profiles of housing developments including information on the square footage and contents of the unit, how many bedrooms, and types of appliances, where and when they were purchased. Includes blue prints, construction drawings, Notice of Completion, property ownership records such as deeds, deed of trust, appraisals, title reports, property appraisals, HUD deed of trust, environmental reports, easements, photos, and, American with Disability Act Surveys. Media: Paper and electronic. **Disposition:** *Permanent.* (Division preference for resources purposes)

### 5. Unit Profile

File contains profiles of units to include work orders, photos, documentation on appliance warranties/repairs, etc. Media: Paper and electronic. **Disposition:** *Permanent.* (Division preference for reference purposes)

### 6. Physical Needs Assessment



File contains property Physical Needs Assessment (PNA) records. Media: Electronic. **Disposition:** *Retain for 5 years or until superseded, then destroy.* (Housing and Urban Development 2225.6 Rev-1 CHG-56 Appendix 8)

**7. Inventory Removal File (Property Disposition)**

File contains records regarding property disposition. Includes escrow, loan documents, HUD approvals, Board Letters, and associated documents related to real property disposition. Media: Paper and electronic. **Disposition:** *Permanent* (Division preference for resource purposes)

**8. Housing Authority Memorandum of Understanding and Space Use Agreements**

These are memorandum of understanding and agreements between Housing Management and various agencies. This includes lease agreements for space use at Housing Management sites, easements, agreements with utility companies, internal units, or County departments. Media: Paper and electronic. **Disposition:** *Leases: Retain for 4 years after termination of current lease and final payment, then destroy. Agreements: Retain for 4 years after termination of agreement, then destroy.* (Code Civ. Proc. Section 337)

**9. Housing Management Grants**

File contains all program grants financial records. Including contracts, Board letter, NTP/Worker Order, Change Order, and invoice. Media: Paper and electronic. **Disposition:** *Retain for 6 years after the end of the contract period or as stated under each grant agreement, whichever is longer, then destroy.* (2225.6 Rev-1 CHG-56 Appendix 8.)

**10. Audits**

File contains audit by HUD and Office of Inspector General or other funding agencies. Including correspondences, grant approval and audit reports. Media: Paper and electronic. **Disposition:** *Retain for 5 years after close of audit, then destroy. Audits that have Historical/Archival Value, will be retained permanently.*

**COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY  
OF LOS ANGELES COUNTY  
INTERGOVERNMENTAL RELATIONS/PUBLIC INFORMATION UNIT**

**1. Historical Records**

Records that are of historical significance including marketing material such as the Quarterly Highlights, Year End Highlights, press releases, and audio/video recordings. Media: Paper and electronic. Transfer to Central Storage on an as needed basis. **Disposition:** *Permanent.*

**2. Public Records Request and Responses**

Files containing public records request and responses. Media: Paper and electronic. Transfer to Central Storage on an as needed basis. **Disposition:** *Retain for 2 years after the end of the fiscal year, then destroy.* (Retention Policy and Gov't. Code Section 26202)

**3. Legislators Correspondence**

Files containing correspondences to legislators regarding Senate Bills or other legislative matter. Media: Paper and electronic. **Disposition:** *Retain for 5 years after the end of the fiscal year, then destroy.* (Gov't. Code Section 26202)

**4. Grants and Awards**

Files containing Divisional grant applications and records until award. Division keeps records after monetary award is made. Media: Paper and electronic. **Disposition:** *Retain 5 years after the end of the fiscal year, then destroy.* (Gov't. Code Section 26202)

**5. Photo Release Forms**

File containing agency-wide public photo release forms. Media: Paper and electronic. **Disposition:** *Retain for 5 years after the end of the fiscal year, then destroy.* (Gov't. Code Section 26202)

**COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY  
OF LOS ANGELES COUNTY  
TRAFFIC ADMINISTRATION SERVICES**

**TRAFFIC VIOLATORS SCHOOL MONITORING**

**1. Department of Motor Vehicles (DMV) Statewide Traffic School List**

These statewide lists of traffic schools are sent to violator students requesting them. Media: Electronic. **Disposition:** *Retain until superseded, then destroy.* (Division preference due to list is continuous)

**2. Traffic Violator School and Home Study Program Agreement**

Traffic violator school and home study traffic school program agreements with the Los Angeles County Superior Courts under which the Community Development Commission regulates the county's traffic violator schools. Media: Paper and electronic. Current agreement is a Vital Record. **Disposition:** *Retain for 4 years after termination or completion and final payment, then destroy.* (Code Civ. Proc. Section 337)

**3. Traffic School and Home Study Program Traffic School and Community Development Commission Agreement**

Oversight documentation of traffic violator schools and home study traffic school program in the Los Angeles County including the traffic school/Community Development Commission agreements. Current file is a Vital Record. Media: Paper and electronic. **Disposition:** *Retain for 4 years after termination or completion and final payment, then destroy.* (Code Civ. Proc. Section 337)

**4. Traffic Violator School and Home Study Traffic School Program Operating and DMV Licenses**

Traffic violator school and home study traffic school program operating and DMV licenses for the Commission funding agencies. Media: Electronic. **Disposition:** *Retain until superseded or cancelled/revoked, then destroy.* (Veh. Code Section 11204)

**5. Traffic Violator School Monitoring – Commission**

Traffic violator school monitoring:

- (a) Quarterly Reports
- (b) Business Records Monitoring
- (c) Inspection Reports
- (d) Schedules

Media: Paper and electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Sections 26202 and 26206.7)

**6. Traffic Violator School and Home Study Program Surveys**

File contains Traffic violator school and home study traffic school program course evaluations. Media: Paper and electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Sections 26202 and 26206.7)

**7. Traffic Violator School Cancellations**

Traffic violator school's standard or emergency cancellation of classes. Media: Paper and electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Sections 26202 and 26206.7)

**8. Traffic Violator School and Home Study Traffic School Program Correspondence**

The Community Development Commission's correspondences to traffic violator schools and home study program traffic school. Media: Paper and electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Sections 26202 and 26206.7)

**9. Home Study Traffic School Program Application**

Home study traffic school program course applications. Media: Paper and electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Sections 26202 and 26206.7)

**10. Traffic Violator School Complaints**

Files containing complaints received from traffic school and home study program attendees. Media: Electronic. **Disposition:** *Retain for 2 years, then destroy.* (Government Code Sections 26202 and 26206.7)

**11. Home Study Program Traffic School Auditing**

Home study traffic school program audits. Media: Paper and electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Sections 26202 and 26206.7)

**12. Home Study Program Traffic School Monitoring**

Home study traffic school program monitoring. Media: Paper and electronic. **Disposition:** *Retain for 2 years, then destroy.* (Gov't. Code Sections 26202 and 26206.7)